RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 12th December 2023 at 19.00
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Nick Chaloner (NC)	Cllr Margaret Crompton (MC)	Cllr David Duke (DD)	Cllr John Kay (JK)
Cllr Sarah Phillips (SP)	Cllr John Whitlock (JW)		
Attendance:			
District/County Cllrs	Cllr Johnny Denis (JD) - left after Item 7.		
Other	Annie Hazzard (AH) - Clerk Gail Metcalfe (GP) - Administrator		
Members of the public	1 - arrived after Item 5.		

Agenda Items

1.	**To receive and accept apologies for absence** Apologies were accepted from Cllrs Linda Grange, Marcia Morgan and Gordon Sims.	
2.	**Declarations of Interest:** Disclosure by Councillors of their personal interests regarding matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct. JK and SP declared an interest at Item 16.5, LW/23/0695.	
3.	**Dispensation requests** None.	
4.	**Minutes of previous meetings -** To agree the Full Council minutes of the meeting held on 14th November 2023. **RESOLVED: The above minutes were signed and approved.**	
5.	**Public questions or comments:** Up to 15 minutes (3 minutes per person) will be available for the public to make representations or questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded. There were no members of the public present when this item was covered.	
6.	**If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:** 'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.' None.	
7.	**Reports (Up to 15 mins) -** To receive and accept any reports submitted Clerk MP East Sussex County Councillor Lewes District Councillor(s) PCSO JD said he would send over the link to the report re. the Lead Transport and Environment Community Funding consultation where one successful request had been at the A265 from Etchingham to Burwash where the speed limit was changed to 40mph. Highway Match Funding has been increased from £50k up to £60k. JD confirmed that the Swimming Pool's scheduled opening was still expected to be late spring 2024.	

	ACTION: • **JD to send the link to the Lead Transport and Environment Community Funding consultation.** • **Clerk to check the deadline for the next Parking Review.** • **Clerk to communicate via social media and website any current issues on the PCSO report that the community would benefit from knowing.**	JD CLERK CLERK
8.	**Finance Matters:**	
8.1	To receive the latest Financial Reports - received.	
8.2	To approve and sign the latest bank reconciliation - approved and signed.	
8.3	To approve and sign the list of payments - approved and signed.	
9.	**Recommendations from O&F Committee Meeting of 23/11/2023**	
9.1	**Proposed budget for the Financial Year 2024/25 (Ref: 23/11/23, O&F, Item 9.3) -** To receive and agree to set the budget at £155,991.00. See Clerk's report. **RESOLVED: To agree the budget at £155,991 for 2024/25** **ACTION: Clerk to ask LDC's finance department for the tax base information for the last 5 years.**	CLERK
9.2	**Grounds Maintenance Contract for 2024-2027 (Ref: 23/11/23, O&F, Item 11.1)** - To agree to instruct Countrywide Grounds Maintenance Ltd. See Clerk's report and paper. **RESOLVED: To agree.** **ACTION: Clerk to instruct as above.**	CLERK
9.3	**Earmarked Reserve (Ref: 23/11/23 O&F, Item 12i.)** - To agree to amend wording from "Community Asset Renewal" to "Community Asset Renewal and Repair". **RESOLVED: To agree.** **ACTION: Office to amend wording.**	CLERK
9.4	**Village Gateway Signs at Paygate Corner, Laughton Road and the Broyle (Ref: 23/11/23, O&F, Item 13i.)** - To consider options and agree a budget of up to £10k. **RESOLVED: To agree with the addition of Ham Lane as a location and increasing the budget to £13k.** **ACTION: JW to mark on a plan the size and location of each gateway sign.**	JW
9.5	**Walled Mounted Shopping Precinct Noticeboard (Ref: 23/11/23, O&F, Item 13ii.)** - To consider replacing this. **RESOLVED: To replace the old noticeboard, which no longer opens, with a new 3 panel noticeboard.** **ACTION: New noticeboard to be ordered and old noticeboard to be removed and maps to come back to the office to be gifted to the History Society.**	OFFICE
10.	**Co-Option of Councillors** - To consider any expressions of interest in accordance with Parish Council's Standing Orders. None.	
11.	**Procurement Policy -** To consider removal of this policy - see Clerk's report. **RESOLVED: To agree.** **ACTION: Office to remove this policy from the website.**	OFFICE
12.	**Open Spaces and related Matters**	
12.1	**Almond Field -** To receive an update. DD confirmed that a formal planning application for the wildlife pond is progressing. The 8 ash trees with ash dieback had been cut down on 01/12/23 and the wood had been used to make rustic seating and 2 new wildlife habitats.	
12.2	**Fingerpost Field:** i. **Hedge Cutting** - To consider quotes and agree who to instruct. **RESOLVED: To instruct RJS Trees & Gardens in principle awaiting reserved matters to be agreed by LDC and awaiting permission from the leaseholder (LDC).** ii. **Playground** - To consider the approach to arranging quotations for the new playground. **RESOLVED: To agree to go with the Clerk's recommendation not to use Contract Finder but to go out for quotes using LDC's list of contractors.** **ACTION: Clerk to action the above resolution.**	OFFICE CLERK

	iii. **Skatepark** - To receive an update. **JW confirmed all was going in the right direction and that a licence had been requested of ESCC re. crossing their verge of 1.6m to get into the site.**	
13.	**Consultation on Lewes District Council's priorities for the next four years** - To agree who will respond (by 31/12/23). Click for link All agreed that this was high level and that the Chairman should respond on the Council's behalf. **ACTION: GS to respond.**	GS
14.	**ESCC Local Transport Plan 4 -** To agree who will complete the survey (by 25/02/24). Click for link It was agreed that Cllrs should be encouraged to respond individually and to agree a group response at the next meeting. **ACTION: Cllrs to read and bring thoughts to Full Council meeting of 16/01/24.**	ALL CLLRs
15.	**Lewes Local Plan Consultation** - To agree who will respond (by 08/02/24). Click for link It was agreed that a separate meeting was needed to discuss the Council's response. **ACTION: Cllrs to attend a meeting on Tuesday 9th January 2024 at 7pm having read the material and identified which points are relevant to Ringmer.**	ALL CLLRs
16.	**Planning Matters -** To consider responses to Planning Applications:	
16.1	Planning and Listed Building Consent Application: **LW/23/0589 & LW/23/0590 - Norlington Gate Farmhouse, Norlington Lane, BN8 5SG** Erection of single storey side extension with installation of solar panels to roof, and a glazed link passage to the main cottage (by 13/12/23). **RESOLVED: Parish Council Decision - No objection.**	
16.2	**LW/23/0672 - Sycamore House, Laughton Road, Ringmer, BN8 5SY** Section 73A Retrospective application for the retention of use of the former Light Industrial (B1) unit as a Car Servicing & repair workshop (B2) with proposed MOT Testing use, and proposed external alterations (by 15/12/2023). **RESOLVED: Parish Council Decision - Support.**	
16.3	**LW/23/0682 - 27 Anchor Field, Ringmer, BN8 5QN** Loft conversion, single storey rear extension and addition of porch (by 03/01/24). **RESOLVED: Parish Council Decision - Object on the grounds of inadequate parking (contrary to Neighbourhood Plan point 8.3), poor design and overdevelopment of the site.**	
16.4	**LW/23/0690 - 2 Vine Cottages, Broyle Lane, Ringmer, BN8 5PQ** Erection of single storey rear extension (by 15/12/23). **RESOLVED: Parish Council Decision - No objection.**	
16.5	**LW/23/0695 - Old Cottage, Lewes Road, Ringmer, BN8 5ET** Conversion of existing garage and studio into 1 bedroom flat (by 02/01/24). **RESOLVED: Parish Council Decision - No comment.**	
16.6	**LW/23/0701 - Park Gate, Old Uckfield Road, Ringmer, BN8 5RW** Erection of single storey rear extension to the existing garage building (by 25/12/2023). **RESOLVED: Parish Council Decision - Unable to comment without further information on proposed use and layout to the ground and first floors.**	
16.7	**LW/23/0705 - Banff Farm Uckfield Road, Ringmer** To upgrade 1 span of HV overhead line between poles 533153 to 533138, to disconnect and remove existing 25kVA pole mounted transformer known as Upper Clayhill pmt 474058 and replace with a 100kVA pole mounted transformer, to upgrade the LV overhead line between poles 533153 and 544317, to install a new service underground cable, and to remove three spans of LV overhead line between poles 561856 and 544318 (by 05/01/24). **RESOLVED: Parish Council Decision - Support.**	
16.8	**LW/23/0721 - 10 Rushey Close, Ringmer, BN8 5JJ** Single storey side extension (by 22/01/24). **RESOLVED: Parish Council Decision - Our comment is that this is an unattractive addition to the street scene and should incorporate a pitched roof to benefit street scene.**	

16.9	**LW/23/0729/CD – Land Adjacent 3 Mill Close, Mill Road, Ringmer** Discharge of Condition 8 (Pre-occ Contamination Verification) in relation to approval LW/20/0880 (by 18/01/24). **RESOLVED: Parish Council Decision - No comment required.**	
	SDNP Planning Applications:	
16.10	**SDNP/23/04695/HOUS (LW/23/0663) - The Granary, Lower Stoneham, Ringmer, BN8 5RJ** Single storey rear glass extension (by 07/12/23, extension requested). [Has 2 ref. nos. as the parent barn is on our side of the National Park boundary but the proposed extension is in the SDNP. The boundary runs along the edge of the existing barn.] **RESOLVED: Parish Council Decision - No objection.**	
16.11	**SDNP/23/04813/FUL - Gote Farm, Gote Lane, Ringmer, BN8 5HX** Installation of a new Silage Clamp, a new Slurry Lagoon, refurbishment of existing slurry Lagoon and an extension to an existing farm barn to provide additional cubicle housing together with all associated facilitating engineering operations. **RESOLVED: Parish Council Decision – The Parish Council supports the retention of the farm and its farming activities as would not like it to be entirely arable.The reprofiling of the western elevation side of the farm is of concern and the SDNP will need to be satisfied there is not a negative landscape impact. We appreciate a disruption of Gote Lane is being avoided with the separate access road and note that a CEMP should be in place. There is also concern about the visual impact on this historic farmstead.**	
17.	**Planning Matters - All Decisions:**	
	LW/23/0148 - Barnfield Farm, Laughton Road, Ringmer, BN8 5NJ - Refused LW/23/0356 - Norlington Farmhouse, Norlington Farm, Norlington Lane, BN8 5SH - Approved LW/23/0357 - Norlington Farmhouse, Norlington Farm, Norlington Lane, BN8 5SH - Approved LW/23/0440 - Raystede, The Broyle, Ringmer, BN8 5AJ - Approved LW/23/0530 - Pippins, Bishops Lane, Ringmer, BN8 5LD - Approved LW/23/0541 - Lower Stoneham House, Lower Stoneham, Ringmer, BN8 5RJ - Approved LW/23/0551/CD - Theydon Hall, Green Lane, BN8 5AD - Approved LW/23/0617 - 23 Shepherds Way, Ringmer, BN8 5LT - Refused LW/23/0662 - Pippins, Bishops Lane, Ringmer, BN8 5LD - Withdrawn LW/23/0706/CD - Acorn House, The Broyle, Ringmer - Approved The above were noted.	
18.	**Planning Appeal APP/P1425/23/3321816 - 7 Anchor Field, Ringmer, BN8 5QN** Extension to existing dwelling and two new attached dwellings (by 19/12/23). An appeal has been lodged with a deadline for written representation by 19/12/2023 - To agree a response. The Council noted the appeal but agreed a response was not required.	
19.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action. None.	
20.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.** It was agreed to thank The Anchor for the Christmas tree and lights. **ACTION: Clerk to thank The Anchor.**	CLERK
	Meeting closed at 8.45pm.	

Signed:		**Chairman**
Date:		

Ringmer Parish Council

Summary Income & Expenditure by Budget Heading 28/11/2023

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council	Income	179,463	157,084	(22,379)			114.2%
		Expenditure	11	0	(11)		(11)	0.0%
		Net Income over Expenditure	179,452	157,084	(22,368)			
		plus Transfer from EMR	11					
		less Transfer to EMR	6,354					
		Movement to/(from) Gen Reserve	173,109					
110	Staffing	Expenditure	42,141	67,916	25,775		25,775	62.0%
120	Office & General	Expenditure	33,659	48,359	14,700		14,700	69.6%
		plus Transfer from EMR	13,473					
		less Transfer to EMR	138					
		Movement to/(from) Gen Reserve	(20,323)					
130	Income other	Income	272	0	(272)			0.0%
		Expenditure	(14)	0	14		14	0.0%
		Net Income over Expenditure	286	0	(286)			
		less Transfer to EMR	272					
		Movement to/(from) Gen Reserve	14					
140	Admin Income Jubilee Cottages	Income	1,000	0	(1,000)			0.0%
200	Allotments	Expenditure	3,910	1,600	(2,310)		(2,310)	244.4%
210	Amenities	Expenditure	10,304	7,280	(3,024)		(3,024)	141.5%
		plus Transfer from EMR	8,821					
		Movement to/(from) Gen Reserve	(1,483)					
300	Village Green	Expenditure	11,786	10,672	(1,114)		(1,114)	110.4%
		plus Transfer from EMR	1,258					
		less Transfer to EMR	62					
		Movement to/(from) Gen Reserve	(10,590)					
310	Jubilee Rose Garden	Expenditure	1,500	1,900	400		400	78.9%
320	Anchor Field	Expenditure	725	1,090	366		366	66.5%
330	Fingerpost Field	Expenditure	2,648	2,932	284		284	90.3%
		plus Transfer from EMR	895					
		Movement to/(from) Gen Reserve	(1,753)					
335	Churchyd maint Contracted	Expenditure	340	0	(340)		(340)	0.0%
336	Fields House Field	Expenditure	3,918	0	(3,918)		(3,918)	0.0%
		plus Transfer from EMR	3,918					
		Movement to/(from) Gen Reserve	0					

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Ringmer Parish Council

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			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
337	Almond Field	Income	4,313	0	(4,313)			0.0%
		Expenditure	815	0	(815)		(815)	0.0%
		Net Income over Expenditure	3,498	0	(3,498)			
		plus Transfer from EMR	815					
		less Transfer to EMR	4,313					
		Movement to/(from) Gen Reserve	0					
340	Broyle Lane / Broyle Close	Expenditure	1,044	2,225	1,181		1,181	46.9%
345	Rustic seats	Expenditure	1,029	1,000	(29)		(29)	102.9%
350	Play Equipment Renewal	Expenditure	3,763	117,000	113,237		113,237	3.2%
		plus Transfer from EMR	3,763					
		Movement to/(from) Gen Reserve	0					
355	Pond	Expenditure	10	0	(10)		(10)	0.0%
360	Play Area Inspections	Expenditure	1,560	3,300	1,740		1,740	47.3%
370	Waste	Expenditure	2,674	5,900	3,226		3,226	45.3%
		plus Transfer from EMR	808					
		Movement to/(from) Gen Reserve	(1,866)					
380	Open Spaces	Expenditure	1,679	2,320	641		641	72.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,679)					
390	Other Areas	Expenditure	5,635	6,840	1,205		1,205	82.4%
		plus Transfer from EMR	1,165					
		Movement to/(from) Gen Reserve	(4,470)					
		Grand Totals:- Income	**185,048**	**157,084**	**(27,964)**			**117.8%**
		Expenditure	**129,136**	**280,334**	**151,198**	**0**	**151,198**	**46.1%**
		Net Income over Expenditure	**55,911**	**(123,250)**	**(179,161)**			
		plus Transfer from EMR	**34,927**					
		less Transfer to EMR	**11,140**					
		Movement to/(from) Gen Reserve	**79,699**					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 28 November 2023

		Account Description	Balance	
Bank Statement Balances				
1	28/11/2023	Barclays Current	132,431.70	
2	28/11/2023	Barclays Premium	291,490.35	
4	28/04/2023	Cambridge and Counties	100,000.00	
5	30/09/2023	Unity Trust Bank Instant acces	101,094.93	
				625,016.98
Other Cash & Bank Balances				
		NS & I	34,128.02	
		NS & I Renewals Fund	27,883.96	
		Public Sector Deposit Fund	27,071.04	
				89,083.02
Closing Balance				714,100.00
All Cash & Bank Accounts				
1		Barclay's Current		132,431.70
2		Barclays Premium		291,490.35
4		Cambridge and Counties		100,000.00
5		Unity Trust Savings		101,094.93
		Other Cash & Bank Balances		89,083.02
		Total Cash & Bank Balances		714,100.00

List of Payments made between 01/11/2023 and 28/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	Lewes District Council	177	234.00		Playground Inspections
01/11/2023	Design Mgement & Prof Services	178	1,074.00		FPF archaeological scheme of
01/11/2023	Lewes District Council	179	19.20		FPF Bins Sept
01/11/2023	Balfour Beatty	180	392.00		Grit Bin Delves
01/11/2023	Balfour Beatty	181	392.00		Grit Bin Christie
01/11/2023	Lewes District Council	182	201.60		VG Bins Sept
02/11/2023	Glasdon UK Ltd	183	48.70		Replacement Bench slat
02/11/2023	Ash Towner Ltd	184	91.68		Email licences and backup fee
02/11/2023	RWC Landscape Maintenace	185	135.45		Various maintenance
06/11/2023	Balfour Beatty	186	404.01		Bin licence Glynde Corner
06/11/2023	Balfour Beatty	187	404.01		Binexcavation fee Bishops Lane
09/11/2023	Lewes District Council	189	252.00		VG Bins Oct
10/11/2023	Amazon	190	39.98		Copier paper
13/11/2023	Lewes District Council	188	24.00		FP Bins Oct
13/11/2023	Adobe Systems Ltd	191	19.97		Adobe Nov
13/11/2023	123 Connect Ltd	REFUND	-62.40		SSL Cert refund
15/11/2023	Ringmer Primary School	192	7,000.00		Cil grant FC 10/10 min 8.5.4
16/11/2023	O2 Mobile Phones	193	26.40		Mobile Nov
21/11/2023	HM Land Registry	194	3.00		Land reg search
21/11/2023	Bonny's Wood	195	408.00		Churchyard tree work
21/11/2023	LGB Brass	196	250.00		Remembrance Day
21/11/2023	Ricoh Uk Ltd	197	209.66		Photocopying charges
21/11/2023	Lewes District Council	198	5,000.00	O&F 2/3/23 mi 8.2	KAR Suds grant from Lightsourc
21/11/2023	Kings Academy Ringmer	199	3,750.00		Ren July to Sept 23
22/11/2023	Tesco Mobile	200	0.55		Final payment
22/11/2023	Bonny's Wood	202	3,900.00		Tree works
22/11/2023	Zen Internet Ltd	201	69.60		Broadband and Landline Nov
23/11/2023	Beacon Fencing Ltd	BACS	1,551.36		Almond Field Gate
23/11/2023	Winning Works Ltd	204	220.00		Tree placques
23/11/2023	Victim Support	205	200.00	O&F 23/11 Min 10.1.i	S137 grant
23/11/2023	Ringmer PTA	206	250.00	O&F 23/11min 10.1.ii	S137 grant - patina
27/11/2023	NEST	207	419.11		Nov pension
27/11/2023	HMRC Paye/NI	208	2,339.54		Nov Tax/NI
27/11/2023	Salaries		5,400.47		Nov Salary

Total Payments 34,667.89